



United States Department of the Interior
Bureau of Land Management

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To: Eastern States Leadership Team

From: Deputy State Director, Business Resources

Subject: Selection of Records Custodians for Inventory of Records

DD: 1/19/07

This Information Bulletin (IB) outlines the selection of Records Custodians and the inventory of records process. Leadership team members are requested to select an employee(s) as Record Custodian to represent each Branch as well as the Division and notify the Records Administrator of the selection.

Phase I: A **mandatory** briefing (date and time forthcoming) will be held for all custodians. Information, duties, and instructions for conducting an inventory in their office will be reviewed. In addition, inventory schedules will be established.

Phase II: The selected custodians will conduct an inventory in each office of both **record** and **nonrecord** material, regardless of media (**except electronic media**). Once completed, the information will be submitted to the Records Administrator for consolidation into a database, available on the Eastern States blm.share directory for future reference. Each custodian will update their office inventory as needed.

Phase III: A review of electronic records will be conducted by the Records Administrator.

If you have questions regarding this IB or the inventory of records process, please contact Pam Mozina, Records Administrator, at (703) 440-1561.

Signed By:
Tondi Ballard
Acting, Deputy State Director
Business Resources

Authenticated by:
Pam Mozina
Records Administrator